



**OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA**

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a National Department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

REFERENCE : 2016/112/OCJ

POST : STATISTICAL OFFICER

CENTRE : THE HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA

LEVEL : 8

SALARY : R 262 272.00 - R 308 943.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- BA or BSc degree or equivalent qualification;
- At least 3 years' experience in Statistical Analysis;
- Knowledge of relevant policies, strategies, statistics analysis and Reporting;
- Data Collection, Information processing or related fields will be an advantage;
- A valid Code B driver's licence.

KEY RESPONSIBILITY AREAS:

- Design and develop data collection systems and survey instruments.
- Capture available data from source documents as requested.
- Process information and data from a specific Division of the High Court.
- Collate, analyse and interpret statistics and prepare a report for the Judge President.
- Analyse data by identifying trends and patterns specific to the Division.
- Make recommendations based on the analysis of the statistics for a specific Division.
- Produce first line reports that are practical, accurate and reliable.
- Create and maintain a database on a monthly, quarterly bi-annual and annual basis for the Division.
- Verify the data obtained from sources (sub-offices);

- Apply standing instructions, policies and procedures/guidelines for the generated reports.
- Indirectly oversee the monthly submission of data by Court administrationnnn personnel and project members of relevant projects in the Division.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office, SPSS & SAS Software);
- Analytical skills;
- Good communication skills (written and verbal);
- Project Managemet skills;
- Interpersonal skills;
- Numerical skills;
- Ability to work under pressure.

ENQUIRIES: Mr Sithole Humphry 📞 (011) 335 0210

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg, 12th Floor, Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **20 May 2016**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 